

# **ADJUSTMENT REASON CODES**

## GRANT ROSTER - ADJUSTMENT REASON CODES

CODE	DEFINITION	COMMISSION ACTION/RESULT
FT	<u>Recipient is attending full-time</u> and payment is being increased to reflect full-time status.	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than the recipient's maximum eligible amount for the term. Recipient uses full eligibility for the term. <b>NOTE:</b> This adjustment reason code is necessary only when a recipient's payment is adjusted up to the full-time amount. It is not necessary to use this code when there is no change to a recipient's full-time status.
TT	<u>Recipient is attending three quarter-time</u> , and payment is being adjusted (increased or decreased) to reflect three-quarter-time status.	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than a prorated three-quarter-time amount when applicable, based on the payment proration requirements for the school. The recipient uses three quarters of the full eligibility for the term.
HT	<u>Recipient is attending half-time</u> , and payment is being adjusted (increased or decreased) to reflect half-time status.	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than a prorated half-time amount when applicable, based on the payment proration requirements for the school. The recipient uses half of the full eligibility for the term.
AF	<u>School makes a miscellaneous adjustment to a recipient's term payment, and the recipient is attending full-time.</u> This code should only be used if a more specific code does not apply. The amount reported must be greater than 0.	The Commission will pay the adjusted amount reported in the term adjustment field which can be more or less than the term amount displayed on the Grant Roster, but no more than the maximum for which the recipient is eligible. The recipient will use full eligibility for the term.
AT	<u>School makes a miscellaneous adjustment to a recipient's term payment, and the recipient is attending three-quarter-time.</u> This code should only be used if a more specific code does not apply. The amount reported must be greater than 0.	The Commission will pay the adjusted amount reported in the term adjustment field, which can be more or less than the term amount displayed on the Grant Roster, but no more than the maximum for which the recipient is eligible. The recipient will use three quarters of the full eligibility for the term.

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AH	<u>School makes a miscellaneous adjustment to a recipient's term payment, and the recipient is attending half-time.</u> This code should only be used if a more specific code does not apply. The amount reported must be greater than 0.	The Commission will pay the adjusted amount reported in the term adjustment field, which can be more or less than what is displayed on the roster, but no more than the maximum for which the recipient is eligible. The recipient will use half of the full eligibility for the term.
OF	<u>(Tuition/Fees only) Recipient is receiving tuition/fee assistance from an outside source, and the recipient is attending full-time.</u> Partial charges or \$0 charges, depending on the amount of other assistance, should be entered in the term adjustment field on the Grant Roster.	The Commission will pay the amount reported in the term adjustment field whether partial charges or \$0 are entered, but will not pay more than the maximum for which the recipient is eligible. Recipients for whom the school reports \$0 payment for the term will not be withdrawn from their program regardless of whether they have a Cal Grant A, B, or C or Graduate Fellowship. The recipient will use full eligibility for the term.
OT	<u>(Tuition/Fees only) Recipient is receiving tuition/fee assistance from an outside source, and the recipient is attending three-quarter-time.</u> Partial charges or \$0 charges, depending on the amount of other assistance, should be entered in the term adjustment field on the Grant Roster.	The Commission will pay the amount reported in the term adjustment field whether partial charges or \$0 are entered, but will not pay more than the maximum for which the recipient is eligible. Recipients for whom the school reports \$0 payment for the term will not be withdrawn from their program regardless of whether they have a Cal Grant A, B, or C or Graduate Fellowship. The recipient will use three quarters of the full eligibility for the term.
OH	<u>(Tuition/Fees only) Recipient is receiving tuition/fee assistance from an outside source, and the recipient is attending half-time.</u> Partial charges or \$0 charges, depending on the amount of other assistance, should be entered in the term adjustment field on the Grant Roster.	The Commission will pay the amount reported in the term adjustment field whether partial charges or \$0 are entered, but will not pay more than the maximum for which the recipient is eligible. Recipients for whom the school reports \$0 payment for the term will not be withdrawn from their program regardless of whether they have a Cal Grant A, B, or C or Graduate Fellowship. The recipient will use half of the full eligibility for the term.

CODE	DEFINITION	COMMISSION ACTION/RESULT
RF	<p>The RF code indicates a <u>renewal recipient has a revised need and is attending full-time</u>. The school has made a revision to a renewal recipient's unmet financial need, and the current Grant Roster does not reflect the new need amount or the correct payment for the term(s). The school must enter a revised need amount in the Adjusted Need field on the Grant Roster and enter the adjusted term payment in the appropriate term adjustment fields for the individual award types (tuition/fees, subsistence, or book and supply). An adjusted annual need must be reported for renewal recipients when a revision to the need amount printed on the Grant Roster results in a change to the recipient's annual award amount, and therefore affects the term payments. This change can either result in a decrease or increase to the recipient's annual award. <b>Note:</b> Revisions to new recipients' need amounts must be reported on the Grant Record Change Form for Schools (G-21) and cannot be reported on the Grant Roster.</p>	<p>The Commission will recalculate the recipient's annual award based on the adjusted need amount entered. The Commission will pay the amount entered in the term adjustment field(s), but no more than the maximum for which the recipient is eligible. If the recipient's payment should be \$0, the school must enter \$0 in the term adjustment field. The recipient will use full eligibility for the term. Subsequent Grant Rosters will reflect an updated annual award, the updated need amount, and updated term payments.</p>
RT	<p>The RT code indicates a <u>renewal recipient has a revised need and is attending three-quarter-time</u>. The school has made a revision to a renewal recipient's unmet financial need, and the current Grant Roster does not reflect the new need amount or the correct payment for the term(s). The school must enter a revised need amount in the Adjusted Need field on the Grant Roster and enter the adjusted term payment in the appropriate term adjustment fields for the individual award types (tuition/fees, subsistence, or book and supply). An adjusted annual need must be reported for renewal recipients when a revision to the need amount printed on the Grant Roster results in a change to the recipient's annual award amount, and therefore affects the term payments. This change can either result in a decrease or increase to the recipient's annual award. <b>Note:</b> Revisions to new recipient's need amounts must be reported on the Grant Record Change Form for Schools (G-21) and cannot be reported on the Grant Roster.</p>	<p>The Commission will recalculate the recipient's annual award based on the adjusted need amount entered. The Commission will pay the amount entered in the term adjustment field(s), but no more than the maximum for which the recipient is eligible. If the recipient's payment should be \$0, the school must enter \$0 in the term adjustment field. The recipient will use three quarters of the full eligibility for the term. Subsequent Grant Rosters will reflect an updated annual award, the updated need amount, and updated term payments.</p>

CODE	DEFINITION	COMMISSION ACTION/RESULT
RH	<p><u>The RH code indicates a renewal recipient has a revised need and is attending half-time.</u> The school has made a revision to a renewal recipient's unmet financial need and the current Grant Roster does not reflect the new need, amount or the correct payment for the term(s). The school must enter a revised need amount in the Adjusted Need field on the Grant Roster and enter the adjusted term payment in the appropriate term adjustment fields for the individual award types (tuition/fees, subsistence, or book and supply). An adjusted annual need must be reported for renewal recipients when a revision to the need amount printed on the Grant Roster results in a change to the recipient's annual award amount, and therefore affects the term payments. This change can either result in a decrease or increase to the recipient's annual award. <b>Note:</b> Revisions to new recipient's need amounts must be reported on the Grant Record Change Form for Schools (G-21) and cannot be reported on the Grant Roster.</p>	<p>The Commission will recalculate the recipient's annual award based on the adjusted need amount entered. The Commission will pay the amount entered in the term adjustment field(s), but no more than the maximum for which the recipient is eligible. If the recipient's payment should be \$0, the school must enter \$0 in the term adjustment field. The recipient will use half of the full eligibility for the term. Subsequent Grant Rosters will reflect an updated annual award, the updated need amount, and updated term payments.</p>
LA	<p><u>Recipient is taking a leave of absence from the Cal Grant or Graduate Fellowship program.</u> The school must enter a \$0 amount in the term adjustment field. The school should not use the LA code when a payment greater than \$0 is reported for a term.</p>	<p>The Commission will place the recipient in a leave status for the term. The recipient will not use any eligibility for the term. The subsequent updated Grant Roster will reflect a \$0 term payment and a LA code in the Pay Status field. <b>NOTE:</b> Payments reported by any school for a term for which one school has reported a leave of absence will override the recipient's leave status for the term.</p>

CODE	DEFINITION	COMMISSION ACTION/RESULT
NP	<u>Recipient is not making satisfactory academic progress.</u> The school must enter a \$0 amount in the term adjustment field.	<p>The Commission will place the recipient in an unsatisfactory progress status for the term, and the recipient will not use any eligibility for the term. The school must report a recipient's unsatisfactory progress for every term affected. The subsequent updated Grant Roster will reflect a \$0 term payment and an NP code in the Pay Status field. To clear a recipient's unsatisfactory progress status for a term, the school should report a payment adjustment for the term.</p> <p>Recipients who have an unsatisfactory progress status for consecutive terms beyond one academic year will be withdrawn from their program. (Example: A recipient who is reported as "NP" for both the fall and spring semesters must activate his or her award by re-establishing satisfactory progress during the subsequent term or the award will be withdrawn.)</p>
LD	<u>School is aware that the recipient is in default on an educational loan,</u> and therefore, cannot disburse funds.	Recipient's award will be withdrawn.
GR	<u>School is aware that the recipient owes a refund on a federal or state grant,</u> and therefore, cannot disburse funds.	Recipient's award will be withdrawn.
IA	<u>Ineligible course for Cal Grant A:</u> <ul style="list-style-type: none"> <li>Recipient is enrolled in an instructional program that is less than two academic years in length.</li> </ul>	Recipient's award will be withdrawn.
IB	<u>Ineligible course for Cal Grant B:</u> <ul style="list-style-type: none"> <li>Recipient is enrolled in an instructional program that is less than one academic year in length.</li> </ul> <p>NOTE: Disqualification for the Cal Grant B based on the definition of "Entering Freshman" (16-unit rule) should be reported on a G-21.</p>	Recipient's award will be withdrawn.

CODE	DEFINITION	COMMISSION ACTION/RESULT
IC	<u>Ineligible course for Cal Grant C:</u> <ul style="list-style-type: none"> <li>Recipient is enrolled in an instructional program that is less than four months or greater than 24 months in length.</li> <li>Recipient is enrolled in a non-vocational course of study that does not qualify for the program.</li> <li>Recipient is taking all prerequisite courses that are not actually part of a technical/vocational program.</li> </ul>	Recipient's award will be withdrawn.
MV	<u>Unable to verify requirements for Cal Grant Fifth-Year benefits:</u> <ul style="list-style-type: none"> <li>Recipient is a graduate.</li> <li>Recipient is not enrolled in an undergraduate degree program that requires every participant more than four years to complete.</li> </ul>	Recipient's award will be withdrawn.
TV	<u>Unable to verify requirements for Cal Grant Teaching Credential benefits:</u> <ul style="list-style-type: none"> <li>Recipient is not enrolled in a teaching credential program approved by the California Commission on Teacher Credentialing.</li> <li>Recipient has already received an initial teaching credential.</li> <li>Recipient has not yet received a bachelor's degree.</li> </ul>	Recipient's award will be withdrawn.

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GV	<p><u>Unable to verify requirements for the Graduate Fellowship Program:</u></p> <ul style="list-style-type: none"> <li>Recipient is not enrolled in a graduate or professional program.</li> <li>Law student is not enrolled in a three-year, full-time, day law program.</li> </ul>	Recipient's award will be withdrawn.
IP	Special code for Commission use only or for use by schools at the direction of a Grant Services analyst. For more information, please call the Grant Services Division at (916) 526-7590.	
SR	(Tuition/Fees only) <u>Recipient is a graduating senior enrolled less than full-time (three-quarter time, half-time or less than half-time).</u> Actual tuition/fee charges, up to the maximum term award, should be entered in the term adjustment field.	The Commission will pay up to the amount charged by the school, but no more than the maximum amount the recipient is eligible to receive, based on the recipient's remaining eligibility in the program. The recipient will be withdrawn from the program after payment is made.
ST	<u>(Subsistence only) Recipient is a graduating senior enrolled three quarter-time.</u>	The Commission will pay the adjusted amount reported in the term adjustment field, but will not pay more than a prorated three-quarter-time amount. The recipient uses three quarters of the full eligibility for the term. The recipient will be withdrawn from the program after payment is made.
SH	<u>(Subsistence only) Recipient is a graduating senior enrolled half-time.</u>	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than a prorated half-time amount. The recipient uses half of the full eligibility for the term. The recipient will be withdrawn from the program after payment is made.



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SL	<u>(Subsistence only) Recipient is a graduating senior enrolled less than half-time.</u>	The Commission will not pay subsistence for this recipient. The recipient will use eligibility for the term only if he or she is receiving payment for tuition/fees for the same term. The recipient will be withdrawn from the program after payment is made.
NS	<u>School originally reported a payment transaction for a recipient who ultimately is ineligible for payment.</u> The school enters a \$0 payment in the term adjustment field.	The Commission will pay \$0 for the recipient, and the recipient will not use any eligibility for the term.
PF	<u>School disburses payments to recipients more than once per term, and the school is unable to disburse the entire term amount to a recipient. Recipient was verified as attending full-time.</u>	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than the recipient's maximum eligible amount for the term. Recipient uses full eligibility for the term.
PT	<u>School disburses payments to recipients more than once per term, and the school is unable to disburse the entire term amount to a recipient. Recipient was verified as attending three-quarter-time.</u>	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than the recipient's maximum eligible amount for the term. Recipient uses three quarters of the full eligibility for the term.
PH	<u>School disburses payments to recipients more than once per term, and the school is unable to disburse the entire term amount to a recipient. Recipient was verified as attending half-time.</u>	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than the recipient's maximum eligible amount for the term. Recipient uses half of the full eligibility for the term.